

Regular Board Meeting
Monday December 17, 2018 7:00PM
MINUTES

1. CALL TO ORDER

The regular meeting of the Board of Library Trustees of the Lincolnwood Public Library District was called to order by President Beard at 7:00PM on December 17, 2018 in the library at 4000 W. Pratt Ave, Lincolnwood, IL 60712.

2. ROLL CALL

Trustees Present: Beard, Berger, George, Gimbel, Martel, Poulosom
Trustees Absent: Stavinoga
Staff Present: Bonilla, Cordis, Renkosiak, Reynders
Visitors Present: None

3. AUDIENCE TO VISITORS

Katie Cordis introduced herself as the new Head of Operations at the library.

4. CONSENT AGENDA

Trustee Berger moved and Trustee George seconded to **APPROVE ITEMS ON THE CONSENT AGENDA AS PRESENTED:**

- Approve Minutes of November 26, 2018 Regular Board Meeting
- Approve Financial Report and Disbursements for period 11/1/18 - 11/30/18

Aye: Beard, Berger, George, Gimbel, Martel, Poulosom **Nay:** none **Abstain:** none **Absent:** Stavinoga

5. APPROVE REVISIONS TO EMPLOYEE HANDBOOK

Director Reynders presented recommended changes to the Employee Handbook regarding vacation and personal time accrual. The recommendation is to merge personal time into vacation time. This would have no impact on the actual paid time off received, but make accrual and tracking easier and more consistent. Trustees discuss the recommendation, as well as the time off policy in general. Trustee Martel requested that the recommendation be amended reflect time off in hours, not days, as time off can be taken in hourly increments.

Trustees requested that Director Reynders review the entire time off policy, including evaluating the multiple levels based on position and years of service.

Trustee Martel moved and Trustee George seconded to **APPROVE REVISIONS TO THE EMPLOYEE HANDBOOK AS AMENDED.** Voice vote carried.

6. RETIREMENT REVIEW UPDATE

Director Reynders walked the Board through a series of discussion points regarding defined contribution and defined benefit retirement plans, including cost, employee opinion, the value of robust employee benefits, plan pros and cons, and plan flexibility. After considerable discussion and a straw poll, Trustees agree to take IMRF off the table for discussion at this time. Director Reynders will evaluate other defined contribution plans and other benefits such as additional training and financial advisement.

BOARD OF TRUSTEES
LINCOLNWOOD PUBLIC LIBRARY DISTRICT
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7. REVIEW RESIDENT AND NON-RESIDENT STATISTICS

Trustees reviewed statistics regarding resident and non-resident circulation, specifically regarding Chicago residents. The Board recognized that Chicago resident circulation is steadily rising, and discussed the impact it has on the library. Director Reynders presented several options to address the issue, including further restricting Chicago resident circulation by type and/or by quantity.

Trustees requested additional statistics for the next meeting, 1) the average number of books Chicago patrons take out at a time (how many are taking out the maximum of 15) and 2) what "type" of books Chicago patrons are checking out.

8. REPORTS

President Beard made a statement reflecting on how much the library has changed and improved over the past fifteen years. She cited items such as improved programming, improved space, a welcoming environment for kids, electronic materials and databases, the Library of Things, and the Digital Media Lab. She referred to the library now as a "21st century standard."

9. SCHEDULE OF UPCOMING BOARD AND COMMITTEE MEETINGS

The following meetings were scheduled or confirmed:

- Regular Board Meeting: Monday January 28, 2019 7:00PM

10. ADJOURNMENT

Trustee Martel moved and Trustee George seconded that **THE MEETING BE ADJOURNED AT 8:30PM**. Voice vote carried.



Secretary